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1 December 1950

MEMORANDUM FOR: Chief, TRD

FROM : TRD AD HOC Committee on Case Histories

SUBJECT : Procedure for Procuring and Developing Case Histories

1. Procedure for Procurement of case history materials
The responsibility for the procurement of materials for the development of case histories is assigned to the Chief, Training Materials Section. Materials suitable for development and use in TRD will be obtained through the liaison of TMS and TRD staff instructors with the staffs and divisions of OSO and OPC. The Chief, TMS, shall be informed of the availability of these materials and will designate a liaison representative, acceptable to the staff or division holding the materials, who will conduct all the details of procuring the materials from the staff or division. On procurement these materials will be delivered for development to the Chief, TMS.
 2. Procedure for the development of Case History materials.
The Chief, TMS, is responsible for determining the line of development and the appropriateness of use of the case history in the several courses of instruction. At the discretion of the Chief, TMS an AD HOC Committee composed of representatives of the instructional branches, will be convened to advise him. Actual development of the case history will be conducted by a representative of the Research Materials Staff, TMS, or, by a member of the instructor staff. Where required by the staff or division providing the materials, the selection of the researcher will receive the prior approval of the staff or division.
 3. Modification of TRD requirements
It is the responsibility of the Chief, TMS, to review periodically the requirements of TRD for case history materials and to provide OSO and OPC, through the Joint Training Committee, the current and permanent
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subjects of TRD interest for case history development.



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